

Diversity and Equal Opportunity Board Meeting Minutes**Date: Wednesday, September 12, 2007****Time: 10:00 am – 12:00 noon****Location: Jack Boyd Committee Room**

Board Members/Alternates Present: Steve Zornetzer, Adriana Cardenas, Michael Dudley, Laura Doty, Dana Bolles, Carolina Blake, Tom Edwards, Eugene Tu, Naz Haghbin, Carol Carroll, Kay Hutchison, Lewis Braxton, Joan McCullough, Eric Kristich, Tom Berndt, Donald James

Others Present: Pepsi Phounrath, Barbara Miller, Darlene Gross, Deborah Strine, Monica Garcia, Christine Munroe, Sheila Johnson

The DEOB was chaired by Steve Zornetzer and Adriana Cardenas; the meeting began at 10:05 a.m.

Approval of Minutes – Steve Zornetzer

Zornetzer called for approval of the minutes from the August DEOB; the minutes were approved.

Monthly Diversity Implementation Plan Update –Darlene Gross

Gross reported that the Diversity Assessment Survey will be coming out soon as well as an email from the Center Director encouraging participation. She also explained that participation incentives were still being explored, including a raffle for those who complete the survey.

Update on Centerwide Diversity Presentations - Barbara Miller

Miller reminded the DEOB that, based on the reactions and lessons-learned from the 4 pilot sessions, the DEOB decided to implement the presentation throughout the Center. Next steps include identifying volunteers, training volunteers (to be conducted by Byron Kunisawa), modifying presentation based on feedback, and soliciting participants. Talking points and templates are also in development. It is expected that each session will include 45- 50 people and that it will take a couple years to ensure all employees have had the opportunity to attend. About 25 – 30 volunteers are needed to be hosts, facilitators, IT support, etc. The diversity activities are being led by civil servants, but contractor employees are most welcome to participate.

Diversity/EO Action Plan Reports (ARC Form 814) – as indicated

Each directorate reported on the barriers to diversity and equal opportunity and the resultant plans for action and outreach. The period covered was February - May 2007.

The barriers identified for each directorate are as follows:

Code C (Darlene Gross) -- Cross-training opportunities which can be a barrier to career growth and employee comfort with asking for help. Code C employees attended a True Colors Workshop.

Code A (Tom Edwards) -- None *

Code T (Eugene Tu) -- None *

* A discussion ensued regarding the need to more actively seek women since they were underrepresented in Code A and T hiring this year. Another issue that was raised as a potential barrier was the need for security clearances at the “secret” level.

Code P (Carolina Blake) -- No report due to recent reorganization

Code R (Laura Doty) -- Shop equipment is not accessible and hiring actions are usually unplanned and “rushes”, which do not allow time to adequately recruit under-represented candidates.

Code Q (Michael Dudley) -- Directed reassignments affect directorate statistics

Code H (Joan McCullough) -- Leadership development; opportunities to demonstrate leadership and management skills.

Code S (Carol Carroll) -- No report because the division inputs were inadequate. Carroll is working with division chiefs to ensure that the necessary.

Code J (Lewis Braxton) -- Limited hiring authority and limited travel and training funds.

Code E – Not represented

Part of the three month reports includes data on hires and losses. It was decided that the data from the period and year-to-date would best demonstrate a directorate's accomplishments. For example, a directorate might report 6 new hires (all non-minority males) during the period, but for the year-to-date there were 20 new hires, comprised of 6 non-minority males, 5 non-minority women, 3 Hispanic males, 2 Hispanic females, 1 Asian female and 3 African-American males. Future 4-month reports will include both data points.

NOTE: Later in the meeting, the topic of barriers to hiring was re-introduced. It is included here for convenience and is, therefore, not presented in chronological order.

Additional barriers include: CM&O funding problems, impacts of HSPD-12 (perceived violation of personal liberties), insufficient leadership training, lack of adequate succession planning, and length of time needed for review (e.g. union review, security review, etc.).

Comparison of draft Charter for the Safety Council and the Charter for the Employees with Disabilities Advisory Group (EDAG) – Michael Dudley

At the July DEOB, an action was taken to review the advisory group charter and compare that to the proposed council charter. Dudley reported a summary of his findings. The Safety Council's primary focus is to raise awareness of facility requirements for persons with disabilities and to ensure that Ames maintains a safe, accessible work environment. On the other hand, the EDAG has a broader charter including recruitment and support of persons with disabilities, as well as ensuring that Ames is a great place to work for disabled persons. This action is closed

Personnel Board Discussion -- Adriana Cardenas

Based on the ODEO observations at the Personnel Boards and statistical analysis of the cases being considered, there are some concern about ensuring that all deserving cases are presented. Women and minorities were under-represented in the promotion decisions. While all organizations verified that they review all their employees for promotion, the process used varies. Practices include showing EO a list of those to be presented, having a review of all employees 2 weeks prior to the Personnel Board (aka Roster Review) and having discussions with the branch chiefs. Development of employees is also discussed through the EPCS Individual Development Plan process. The DEOB recognized that assisting an employee with his or her career advancement is not a once-a-year Personnel Board Process, but an on-going activity. No action.

MD-715 – Trend Analysis of Policies, Procedures, Practices affecting the Hispanic Advisory Committee for Employees – Eugene Tu

Tu reported that the analysis of the hiring data was nearly complete. The team has asked Human Resources for one additional piece of data. If the data is readily available, he will report the findings at the next DEOB meeting.

MD-715 – Trend Analysis of Policies, Procedures, Practices affecting the Women's Advisory Committee – Kay Hutchison

No update, deferred to the next DEOB.

Announcements and Next DEOB Meeting – Adriana Cardenas

- Hispanic Month is September 15 – October 15. The Hispanic Advisory Group plans some cultural events, and a golf tournament on October 12.
- It is estimated that new badges can be processed in 15 minutes/per person. The Employees with Disabilities Advisory Group asks that consideration be given to disabled employees who may require more time to complete the required procedures.

The next DEOB meeting is scheduled for **Thursday, October 11 at 9:00 am.** Cardenas adjourned the meeting at approximately 11:55 am.

ACTIONS:

- 1) Trend analysis of policies, procedures, practices affecting the Hispanic Advisory Committee for Employees – Eugene Tu/Eric Kristich
- 2) Trend analysis of policies, procedures, practices affecting the Women’s Advisory Committee – Kay Hutchison/Paul Davis
- 3) Pick new sub-committee members to review policies, procedures, and practice to determine if any adversely impact our employees